



Office of Accreditation and Teacher Quality  
700 Governors Drive  
Pierre, South Dakota 57501  
[certification@state.sd.us](mailto:certification@state.sd.us)  
Telephone: 605.773.3553

### **University Sign-Off** **Instructions & Requirements**

The receiving institution must:

- Complete all pages of the university sign-off statement.
- Sign the front page of the university sign-off statement.
- Attach an official transcript of applicant's credits. If required, money to cover the fee for obtaining your official transcript from the university.
- Forward all of the above materials to the Department of Education, Office of Accreditation & Teacher Quality, 700 Governors Drive, Pierre, SD 57501.

## COLLEGE AND UNIVERSITY AUTHORIZED REPRESENTATIVES

### APPLICANT:

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Last Name                      First                      Initial

\_\_\_\_\_  
Phone (Day)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone (Evening)

\_\_\_\_\_  
City                                  State                      Zip

\_\_\_\_\_  
Email

### University Sign-off

I hereby certify that \_\_\_\_\_ (applicant) satisfactorily completed the following education program(s).

\_\_\_\_\_  
Date of program completion

\_\_\_\_\_  
Date of program completion

\_\_\_\_\_  
Date of program completion

\_\_\_\_\_  
Signature of Authorized Official                      Title                      Date

\_\_\_\_\_  
Print Name of Authorized Official                      (                      )  
Telephone #

\_\_\_\_\_  
College or University                      Address                      Zip

Check the appropriate program completed below.

Certain preparations and endorsements need to be validated with a Praxis II test. The colors indicate the following:

- Blue – Indicates that both coursework *and* the designated test must be completed to add a major and/or endorsement in the content area(s) to a certificate.
- Green – Indicates tests that may be taken without verification of coursework to add an endorsement(s) to a certificate. (Note: These tests cannot be taken to obtain majors. Other states may not accept endorsement level of preparation for certification.)
- Red – Indicates there is no test for this area and that coursework must be completed to add a major and/or endorsement to a certificate.
- Violet – Indicates that the endorsement may be added with either coursework OR the appropriate test.

Additional information on the required tests can be found at: <http://doe.sd.gov/oatq/praxis/index.asp>

## Section A. Professional Preparation

For the following section, place an “X” in the blank if the applicant has completed an approved program or has met the minimum requirements necessary for qualification. To check program descriptions or minimum requirements, visit <http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=24:15:06> and <http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=24:16>.

### Administrators

An individual who has completed an approved graduate program for principals or school superintendents at an accredited institution and has been issued a South Dakota Certificate.

- \_\_\_ 300 PK-12 Principal
- \_\_\_ 301 P-8 Elementary Principal
- \_\_\_ 302 7-12 Secondary Principal
- \_\_\_ 304 P-12 Career School Superintendent

#### Other Administrative Authorizations

- \_\_\_ 350 PK-12 Principal Endorsement
- \_\_\_ 351 PK-8 Elementary Principal Endorsement
- \_\_\_ 352 7-12 Secondary Principal Endorsement
- \_\_\_ 354 Superintendent Endorsement

### School Service Specialists

An individual who serves as a school counselor, a school social worker, school psychologist, school psychological examiner, school speech/language pathologist, school library media specialist, special education director, curriculum director or business official endorsement and has been issued a South Dakota certificate.

- \_\_\_ 400 School Social Worker
- \_\_\_ 401 School Counselor
- \_\_\_ 402 B-21 School Speech/Language Pathologist
- \_\_\_ 404 B-21 School Psychologist
- \_\_\_ 406 Birth-21 Special Education Director
- \_\_\_ 407 Curriculum Director
- \_\_\_ 412 School Library/Media Specialist

#### Other School Service Specialists Authorizations

- \_\_\_ 405 B-21 School Psychological Examiner Endorsement
- \_\_\_ 452 School Library/Media Endorsement
- \_\_\_ 455 Business Official Endorsement

### Teachers

An individual who has completed an approved education program for teachers at an accredited four-year institution or a professional development plan for alternative certification and has been issued a South Dakota certificate.

- \_\_\_ 201 Birth- Preschool Education
- \_\_\_ 202 K-8 Elementary Education
- \_\_\_ 203 K-8 Elementary Education w/5-8 Middle Level
- \_\_\_ 204 7-12 Secondary Education
- \_\_\_ 205 7-12 Secondary Education w/5-8 Middle Level
- \_\_\_ 206 K-12 Special Education
- \_\_\_ 209 K-12 Deaf/Hearing Impaired Education
- \_\_\_ 211 K-12 Reading Specialist
- \_\_\_ 213 K-12 Blind/Visually Impaired Education
- \_\_\_ 215 5-8 Middle Level Education
- \_\_\_ 218 K-8 Elementary Education/Special Education
- \_\_\_ 219 Birth – Age 8 Early Childhood
- \_\_\_ 221 Birth- Age 8 Early Childhood/ Birth-Age 8 Special Education
- \_\_\_ 223 K-12 Education
- \_\_\_ 224 K-12 Education w/ 5-8 Middle Level

#### Other Teacher Authorizations

- \_\_\_ 251 Birth PK Education Endorsement
- \_\_\_ 258 K-12 Gifted Endorsement
- \_\_\_ 259 K-12 Deaf Endorsement
- \_\_\_ 263 K-12 Blind/Visually Impaired Endorsement
- \_\_\_ 264 Kindergarten Endorsement
- \_\_\_ 265 Middle School Endorsement
- \_\_\_ 267 Birth PK Special Education Endorsement
- \_\_\_ 268 K-8 Special Education Endorsement
- \_\_\_ 269 7-12 Special Education Endorsement
- \_\_\_ 270 K-12 Special Education Endorsement

## **B. Degree Program Endorsement (24:15:02:05 & 06)**

Place an “X” in the blank before the appropriate three-digit codes to identify the endorsement level of a degree with a major or equivalent.

## **C. Endorsement Program Endorsements (24:15:02:05 & 06)**

Place an “X” in the blank before the appropriate four-digit codes to identify the endorsement level of an approved minor or less. The Department of Education will evaluate out-of-state transcripts and identify endorsement eligibility.

### **Art Education**

- \_\_\_ **620** K-12 Art Education (24:16:08:31)
- \_\_\_ **6200** K-12 Art Education Endorsement (24:15:06:14)

### **Coaching Endorsements–Varsity Head Coach (24:16:08:58)**

- \_\_\_ **7011** Basketball
- \_\_\_ **7012** Football
- \_\_\_ **7013** Golf
- \_\_\_ **7014** Gymnastics
- \_\_\_ **7015** Swimming
- \_\_\_ **7016** Tennis
- \_\_\_ **7017** Track/Cross Country
- \_\_\_ **7018** Volleyball
- \_\_\_ **7019** Wrestling
- \_\_\_ **7020** Soccer

### **Other Coaching Endorsements–All Sports**

- \_\_\_ **7021** 7-12 Assistant Varsity Coach
- \_\_\_ **7022** Middle School/Junior High Coach
- \_\_\_ **7023** K-8 Elementary Coach

### **Educational Technology**

- \_\_\_ **671** K-12 Educational Technology Education (24:16:08:35)
- \_\_\_ **6710** K-12 Educational Technology Endorsement (24:15:06:16)

### **Health/Physical Education**

- \_\_\_ **630** K-12 Health/Physical Education (for SD graduates admitted to an approved HPE program prior to 9/1/00)
- \_\_\_ **631** K-12 Comprehensive School Health Education (24:16:08:33)
  - \_\_\_ **6310** K-12 Comprehensive School Health Education Endorsement (24:15:06:15)
- \_\_\_ **632** K-12 Physical Education (24:16:08:40)
  - \_\_\_ **6320** K-12 Physical Education Endorsement (24:15:06:19)
  - \_\_\_ **6330** K-12 Adapted Physical Education Endorsement (24:15:06:20)

### **Language Arts Education**

- \_\_\_ **570** 7-12 Language Arts – Composite (24:16:08:12 (1))
  - \_\_\_ **5710** 7-12 Language Arts: English Education Endorsement (Composition/Grammar) (24:15:06:06 (1))
  - \_\_\_ **5720** 7-12 Language Arts: English Education Endorsement (Literature) (24:15:06:06 (3))
  - \_\_\_ **5760** Language Arts: Speech/Debate/Drama/Theater Endorsement (24:15:06:06 (6))
  - \_\_\_ **5770** Language Arts: Composition/Grammar/Mass Communications Endorsement (24:15:06:06 (7))
  - \_\_\_ **5780** Language Arts: Literature and Composition/Grammar Endorsement (24:15:06:06 (8))
- \_\_\_ **571** 7-12 English/Language Arts (for SD graduates admitted to approved English/Language Arts program prior to 9/1/00)
- \_\_\_ **573** 7-12 Language Arts: Speech/Debate (24:16:08:12 (5))
  - \_\_\_ **5730** 7-12 Language Arts: Speech/Debate Endorsement (24:15:06:06 (5))
- \_\_\_ **574** 7-12 Language Arts: Drama/Theater (24:16:08:12 (2))
  - \_\_\_ **5740** 7-12 Language Arts: Drama/Theater Endorsement (24:15:06:06 (2))
- \_\_\_ **575** 7-12 Language Arts: Mass Communications (24:16:08:12 (4))
  - \_\_\_ **5750** 7-12 Language Arts: Mass Communications Endorsement (24:15:06:06 (4))
- \_\_\_ **576** 7-12 Language Arts: English Education (Composition/Literature/Speech) (24:16:08:12 (3))

### **Mathematics Education**

- \_\_\_ **580** 7-12 Mathematics Education (24:16:08:14)
- \_\_\_ **5800** 7-12 Mathematics Education Endorsement (24:15:06:07)

### **Middle Level Education Endorsements**

- \_\_\_ **2001** 5-8 Middle Level Education Endorsement – Language Arts (24:15:06:04 (1))
- \_\_\_ **2002** 5-8 Middle Level Education Endorsement – Social Science (24:15:06:04 (4))
- \_\_\_ **2003** 5-8 Middle Level Education Endorsement – Natural Science (24:15:06:04 (3))
- \_\_\_ **2004** 5-8 Middle Level Education Endorsement – Mathematics (24:15:06:04 (2))

## **Music Education**

- \_\_\_ **650** K-12 Music Education – Composite  
(24:16:08:38 (1-9))
- \_\_\_ **651** K-12 Music Education – Vocal Music  
(24:16:08:38(1-6 and subdivision 9))
  - \_\_\_ **6510** K-12 Music Education – Vocal Music  
Endorsement (24:15:06:18)
- \_\_\_ **652** K-12 Music Education – Instrumental Music  
(24:16:08:38(1-4 and 7-9))
  - \_\_\_ **6520** K-12 Music Education – Instrumental  
Music Endorsement (24:15:06:18)

## **Science Education**

- \_\_\_ **591** 7-12 Science Education – Biology (24:16:08:16 (1))
  - \_\_\_ **5910** 7-12 Science Education – Biology  
Endorsement (24:15:06:08 (1))
- \_\_\_ **592** 7-12 Science Education – Chemistry  
(24:16:08:16(2))
  - \_\_\_ **5920** 7-12 Science Education – Chemistry  
Endorsement (24:15:06:08 (2))
- \_\_\_ **593** 7-12 Science Education – Physics (24:16:08:16 (3))
  - \_\_\_ **5930** 7-12 Science Education –Physics  
Endorsement (24:15:06:08 (3))
- \_\_\_ **594** 7-12 Science Education – Physical Science  
(24:16:08:16 (5))
  - \_\_\_ **5940** 7-12 Science Education – Physical  
Science Endorsement (24:15:06:08 (5))
- \_\_\_ **595** 7-12 Science Education – Earth Science  
(24:16:08:16 (4))
  - \_\_\_ **5950** 7-12 Science Education – Earth Science  
Endorsement (24:15:06:08 (4))

## **Social Science Education**

- \_\_\_ **601** 7-12 Social Science Education – History  
(24:16:08:18 (4))
  - \_\_\_ **6010** 7-12 Social Science Education - History  
Endorsement (24:15:06:09 (2))
- \_\_\_ **602** 7-12 Social Science Education – Political Science  
(24:16:08:18 (5))
  - \_\_\_ **6020** 7-12 Social Science Education - Political  
Science Endorsement (24:15:06:09 (4))
- \_\_\_ **603** 7-12 Social Science Education – Geography  
(24:16:08:18 (3))
  - \_\_\_ **6030** 7-12 Social Science Education -  
Geography Endorsement (24:15:06:09 (3))
- \_\_\_ **604** 7-12 Social Science Education – Economics  
(24:16:08:18 (2))
  - \_\_\_ **6040** 7-12 Social Science Education -  
Economics Endorsement (24:15:06:09 (1))
- \_\_\_ **605** 7-12 Social Science Education – Sociology  
(24:16:08:18 (7))
  - \_\_\_ **6050** 7-12 Social Science Education -  
Sociology Endorsement (24:15:06:09 (6))
- \_\_\_ **606** 7-12 Social Science Education – Psychology  
(24:16:08:18 (6))
  - \_\_\_ **6060** 7-12 Social Science Education -  
Psychology Endorsement (24:15:06:09 (5))

- \_\_\_ **608** K-12 South Dakota Indian studies (24:16:08:43)
  - \_\_\_ **6080** K-12 South Dakota Indian studies  
Endorsement (24:15:06:21)
- \_\_\_ **609** 7-12 Social Science Education – Composite  
(24:16:08:18 (1))

## **Stand Alone Instructor Endorsements**

- \_\_\_ **6810** 7-12 Driver Education Endorsement–  
Instructor (24:15:01:01 (10), 24:15:03:08,  
24:16:08:56)
- \_\_\_ **8002** Junior ROTC Education Endorsement  
(24:16:08:57)
- \_\_\_ **9011** K-12 American Sign Language Education  
Endorsement (24:16:08:53)
- \_\_\_ **9013** K-12 Braille Education Endorsement  
(24:16:08:54)

## **Vocational-Technical Education**

- \_\_\_ **510** 7-12 Agriculture Education (24:16:08:22)
- \_\_\_ **520** 7-12 Business Education (24:16:08:23)
  - \_\_\_ **5200** 7-12 Business Education Endorsement  
(24:15:06:11)
- \_\_\_ **530** 7-12 Marketing Education (24:16:08:26)
  - \_\_\_ **5300** 7-12 Marketing Education Endorsement  
(24:15:06:12)
- \_\_\_ **550** 7-12 Family and Consumer Sciences Education  
(24:16:08:25)
- \_\_\_ **561** 7-12 Technology Education (24:16:08:28)
  - \_\_\_ **5610** 7-12 Technology Education Endorsement  
(24:15:06:13)
- \_\_\_ **610** 7-12 Career and Technical Education (24:16:08:20)

## **Vocational-Technical Education Endorsements (24:16:08:21)**

- \_\_\_ **6721** New & Emerging Agriculture Education
- \_\_\_ **6722** New & Emerging Business Education
- \_\_\_ **6723** New & Emerging Marketing Education
- \_\_\_ **6724** New & Emerging Occupational Family  
and Consumer Sciences Education
- \_\_\_ **6725** New & Emerging Trades and Industry  
Education
- \_\_\_ **6726** New & Emerging Health and Human  
Services Education
- \_\_\_ **6727** Vocational-related Bachelor's Degree

## **World Languages Education**

- \_\_\_ **541** K-12 Latin (24:16:08:48)
  - \_\_\_ **5410** K-12 Latin Endorsement (24:15:06:24)
- \_\_\_ **542** K-12 French (24:16:08:48)
  - \_\_\_ **5420** K-12 French Endorsement (24:15:06:24)
- \_\_\_ **543** K-12 German (24:16:08:48)
  - \_\_\_ **5430** K-12 German Endorsement (24:15:06:24)
- \_\_\_ **544** K-12 Spanish (24:16:08:48)
  - \_\_\_ **5440** K-12 Spanish Endorsement (24:15:06:24)
- \_\_\_ **545** K-12 Russian (24:16:08:48)
  - \_\_\_ **5450** K-12 Russian Endorsement (24:15:06:24)
- \_\_\_ **546** K-12 Japanese (24:16:08:48)
  - \_\_\_ **5460** K-12 Japanese Endorsement (24:15:06:24)
- \_\_\_ **547** K-12 Lakota Languages (24:16:08:48)
  - \_\_\_ **5470** K-12 Lakota Languages Endorsement (24:15:06:29)
- \_\_\_ **549** K-12 Norwegian (24:16:08:48)
  - \_\_\_ **5490** K-12 Norwegian Endorsement (24:15:06:24)
- \_\_\_ **579** K-12 Other Languages (24:16:08:48)
  - \_\_\_ **5790** K-12 Other Languages Endorsement (24:16:08:49)

## **Other**

- \_\_\_ **5791** K-12 English as a New Language Endorsement (24:15:06:25)